



WorkRecords Manager

The successful rollout and ongoing use of WorkRecords will require the WorkRecords Manager to...

1. Possess the authority and commitment to oversee the hotel-wide implementation of WorkRecords for all staffing suppliers and all departments using contract labor
2. Coordinate the Kiosk power and internet connections and coordinate the mounting of the Kiosk(s)
3. Spearhead the necessary hotel staff and process for the configuration and initialization of the WorkRecords service
4. Send out (oversee) the formal notification to staffing suppliers regarding adoption and process
5. Identify the necessary knowledgeable hotel staff for configuration of the software
6. Notify and manage the hotel staff and lead the process necessary for managing the WorkRecords service
7. Spearhead and lead any necessary meetings for training, coordination, etc., ensuring that the appropriate attendees are progressing appropriately
8. Work with staffing suppliers, WorkRecords personnel, and hotel staff to ensure adherence to the WorkRecords best practices on an ongoing basis
9. In due time, train a backup to fill in when ill, on vacation, etc.